

MINUTES OF THE MEETING OF BOARD OF PUBLIC WORKS, JULY 22, 1941

The Board of Public Works met on July 22, 1941, in the office of the Governor, State House, Annapolis, Maryland.

There were present: Herbert R. O'Connor, Governor
 J. Millard Tawes, Comptroller
 Hooper S. Miles, Treasurer

Mr. Walter N. Kirkman, Director of the Department of Budget and Procurement, also attended the meeting.

BOARD OF PUBLIC WORKS:

The Secretary advised the Board of receipt of a letter from Mr. Walter N. Kirkman, Director of the Department of Budget and Procurement, notifying the Board that its appropriations for the fiscal years 1942 and 1943 had been reduced in the amounts of \$103.00 and \$107.00, respectively, in accordance with the provision attached to the State Budget for the two fiscal years, requiring the Board of Public Works to make reductions in the Budget to the extent of \$100,000.00 in each year.

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The Secretary submitted budget amendment to the budget of the Board of Public Works for the year ending September 30, 1941 to adjust several items to cause allowances for those items to conform with the expenditures chargeable to them for the year.

The Board approved the amendment, \$3,564.16, and the Governor signed it after recommendation by Mr. Kirkman.

BUDGETS:

Mr. Kirkman took up with the Board the question of supplementing the appropriations made to the several State Agencies by showing the various activities of those agencies for which the appropriations were made. The Board felt that nothing could be done at the present time with reference to the budgets passed by the General Assembly of 1939 and 1941, but suggested that Mr. Kirkman might give the matter consideration in the preparation of the Budget to be submitted to the General Assembly of 1943.

COMPTROLLER:Refunds

Alcoholic Beverages Tax Division:		\$117.21
Free State Brewery Corporation	\$23.76	
The National Brewing Company	<u>37.67</u>	
Rev. T. B. Kenny	6.00	
Daughters of the Eucharist	1.92	
Dominican Monastery	.96	
St. Elizabeth's Home	.80	
Rev. Jos. A. Little	6.00	
Rt. Rev. Louis C. O'Donovan	10.20	
Rev. John F. Eckenrode	5.50	
Rt. Rev. R. J. Achstetter	6.00	
Rev. S. J. Peck	2.00	
Rev. John J. Donlan	6.00	
Rev. R. M. Fontaine	2.40	
St. David's Church	2.00	
Rev. P. J. Bradley	<u>6.00</u>	
Corporation Taxes:		65.25
Baltimore Trouser Co., Inc.	32.11	
Simco Sales Co. of Md., Inc.	4.90	
Baltimore Ship Repair Co., Inc.	<u>28.24</u>	

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Income Tax Division:		\$27.77
Comptroller of the Treasury (S. & N. Katz, Inc.-1938)	19.34	
Comptroller of the Treasury (Potomac Electric Power Company - 1938)	8.43	
Title Tax:		124.33
Samuel M. Briscoe	5.00	
Nathaniel Billy	4.20	
Wm. Edward Ryon	2.80	
Takoma Motor Co.	10.64	
Oriole Pontiac Co.	19.03	
W. H. Davis Co.	21.32	
Reoge Roy Hickernell	17.00	
Emil Krafft	5.50	
Park Circle Motor Co.	5.46	
Edward Rutledge Lowndes	12.90	
Miles Robert Jackson	1.68	
LeRoy Douglas Swanson	3.04	
Wolfe Motor Co., Inc.	15.76	
Fines:		12.50
Edward J. Ellis	12.50	
Licenses: Chain Store		11.50
Royal Typewriter Co., Inc.	11.50	
Inheritance Tax: Anne Arundel County		11.85
Estate John L. Phillips	11.85	
Notary Public Fee:		5.50
Jack M. Fox	5.50	

CONVENTIONS:

The Secretary brought to the attention of the Board a communication from Mr. Harry O. Levin, Chairman of the State Tax Commission, requesting that the Working Fund of the Commission be reimbursed in the amount of \$150.00 covering expenses incurred by Mr. Levin in attending a meeting of the International Bar Association at Havana, Cuba, in March 1941, payment having been deferred because of the feeling on the part of the Board that this expenditure was not really necessary in the interest of the business of the State Tax Commission.

The Comptroller was authorized to reimburse the State Tax Commission for this expenditure, but he was instructed to advise the State Tax Commission that there should be no further attendance by members, or employees, of the Commission to conventions where reimbursement would be expected from the State Treasury, without the Board of Public Works having first approved the proposed expenditure.

DEPARTMENT OF BUDGET & PROCUREMENT:

The Board approved distribution of a copy of the 1939 Edition of the Annotated Code of Maryland to:-

Unemployment Compensation Board
Comptroller of the Treasury-Baltimore Office.

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Mr. Kirkman brought up the question of the use of State-owned cars and the steps to be taken in connection with the reduction of oil and gasoline consumption, because of the curtailment of the such supplies because of Defense requirements.

It was agreed that Mr. Kirkman should contact the various departments using State-owned cars in the administration of the laws under their supervision, and explain to them the views of the Board in the matter of curtailing the use of gasoline and oil during the emergency.

DEPARTMENT OF NATURAL RESOURCES:

Mr. Kirkman submitted tentative budget for the Department of Natural Resources, stating that it was impossible, because of the absence of several of the members who have been appointed to the Board, to prepare a budget which would meet with the approval of those absent members, but because of the necessity of having something upon which to proceed, he suggested that the tentative budget which he submitted be approved, subject to any changes which might be in order after the return of the members of the Board of the Department of Natural Resources who are away at the present time and have not had an opportunity to review the budget.

The Board approved Mr. Kirkman's recommendation.

DEPARTMENT OF STATE FORESTS AND PARKS:

The Board approved request from the Department of State Forests and Parks that they be authorized to purchase equipment for the cabins in Western Maryland to be rented to the public during the camping season, the equipment to cost approximately \$1,200. and include mattresses, cots, stoves, etc, the money being available through an appropriation for that purpose in the General Bond Issue of 1939. The Board approved the request with the understanding that the equipment would be purchased through the Department of Budget & Procurement.

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The Board approved request from the Department of State Forests and Parks for authorization to accept a gift of a three acre parcel of land for use as a tower site near Powellsville, Wicomico County. The site is entirely forested and is located 1/2 mile east of Truitt on the State road from Truitt to Libertytown and is to be deeded to the State by Mr. and Mrs. William C. Rayne, of Powellsville.

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Mr. Kirkman brought to the attention of the Board proposed agreement between the Department of State Forests and Parks and The Chesapeake and Potomac Telephone Company to lease a pole line, installed by the Federal Government in connection with CCC Camp activities. The Telephone Company has offered to lease the line, to maintain same, and to permit free service by the Department of State Forests and Parks of a station in the Fire Tower.

Mr. Kirkman raised the question of whether the State should receive from The Telephone Company some further consideration in addition to the free service to the Department of a station in the Fire Tower.

The Board authorized Mr. Kirkman to contact the Chesapeake and Potomac Telephone Company about the matter and agree to the proposal in the event he felt that it represents an equitable arrangement for all concerned.

DIVISION OF PAROLE AND PROBATION:

The Board discussed correspondence passing between Mr. Herman M. Moser, Director of the Division of Parole and Probation and Mr. Kirkman, relative to the use made of the sum of \$525.00 which was made available by budget amendment for the employment of an additional parole officer; the Division of Parole and Probation not having employed the additional officer but having used part of the amount for adjusting salaries of other employees of the department.

The matter was left to the Governor and Mr. Kirkman to adjust by budget amendment if this be necessary.

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EMPLOYEES RETIREMENT SYSTEM OF THE STATE OF MARYLAND:

See: Leases, these minutes.

State Employees Retirement System, these minutes.

HALL OF RECORDS:

The Secretary brought to the attention of the Board a communication from Dr. Morris L. Radoff, Archivist, requesting authority for the purchase of a Recordak enlarger from the Recordak Corporation, New York City, at a cost of \$225.00, the purchase to be made through the office of the Department of Budget & Procurement.

The Board approved the request of Dr. Radoff.

LEASES:

Mr. Kirkman submitted, for the consideration of the Board, lease for space in the Lexington Building, Baltimore, for the use of the Board of Trustees of the Employees Retirement System of the State of Maryland, covering Room No. 910 for a term of one year and two months, from August 1, 1941, at an annual rental of \$828.00, payable monthly in advance at the rate of \$69.00.

The Board approved the execution of this lease, with Consolidated Gas, Electric Light & Power Company of Baltimore.

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Mr. Kirkman called attention to a request which he had received from the State Roads Commission that they be authorized to acquire some office space for the conduct of business incident to the operation of the Chesapeake Bay Ferry and the State Toll Bridges. The State Roads Commission requested that they be authorized to lease space in the Court Square Building, stating it was possible to obtain the necessary space, consisting of 624 square feet in Room #614 and Room #615, at an annual rental of \$840.00, or \$70.00 per month, for a term of one year from August 1, 1941.

Mr. Kirkman recommended that such a lease be executed and the Board approved this recommendation.

MARYLAND COUNCIL OF DEFENSE:

The Board discussed the matter of the appropriation included in the General Bond Issue of 1941, July 15th, 1941 Installement for emergency defense purposes, and agreed to allot \$5,000.00 of this amount for such use as might be required by the Maryland State Guard and also \$5,000.00 of this amount for such use as might be required for the Maryland Council of Defense. The expenditures from these two allotments ^{are} to be accounted for to the State Treasury in the same manner as the expenditures from other funds of the State.

MARYLAND DEVELOPMENT BUREAU:

Mr. Kirkman submitted budget for the Maryland Development Bureau for the fiscal year 1942, covering the appropriation of \$5,000.00 to that organization, which the Board approved. The appropriation was subjected to the reduction of 1% in connection with the requirement that the Board of Public Works eliminate \$100,000.00 from the Budget for 1942.

MARYLAND STATE GUARD:

See: Maryland Council of Defense, these minutes.

MARYLAND STATE PENAL FARM:

See: Maryland Tuberculosis Sanatoria, these minutes.

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MARYLAND TRAINING SCHOOL FOR BOYS:

Mr. Kirkman recommended that the Board approve the expenditure of the \$10,000.00 appropriated in the July 15, 1941 Installment of the General Bond Issue of 1941, to the Maryland Training School for Boys for the equipment of additional pumping facilities, the replacement of the hot water tank in the power plant, replacement of sanitary equipment in the disciplinary cottage and resurfacing of roads as these items should not be deferred for a longer period.

The Board approved Mr. Kirkman's recommendation.

MARYLAND TUBERCULOSIS SANATORIA:

Mr. Kirkman brought to the attention of the Board the fact that there is a surplus of building materials at the Maryland State Penal Farm which can be used on construction at the Maryland Tuberculosis Sanatorium, and recommended that this material be sold by the Maryland State Penal Farm to the Maryland Tuberculosis Sanatorium.

The Board approved Mr. Kirkman's recommendation.

MILITARY DEPARTMENT:

The Secretary brought to the attention of the Board a communication from Major General Milton A. Reckord, with which was submitted a deed covering several pieces of property acquired by General Reckord for the State, title to which had been taken in his individual name at the time of purchase, and a blue print showing the various parcels of land, known as Camp Albert C. Ritchie at Cascade, Maryland. The Secretary stated that General Reckord had been in touch with him since receipt of this letter and the papers, and asked that the recording of the deed be deferred because of some possible change it might be necessary to make in the deed.

The Board agreed to withhold any action in the matter, pending receipt of further word from General Reckord.

NEW YORK WORLD'S FAIR OF 1939:

The Secretary brought to the attention of the Board a report received from the State Auditor covering examination of the available records of the Maryland Commission-New York World's Fair for the period April 27, 1939 to October 22, 1940, the report showing a balance of \$110.66 not accounted for by Mr. Warren T. King, to whom the advances were made from time to time during the course of the work at the Fair.

The Board reviewed the report of the State Auditor and accepted it, subject to its being submitted to Dr. Hugh H. Young, Chairman of the Commission, and the remitting of the \$110.66 balance due, to the State Treasury.

SPRING GROVE STATE HOSPITAL:

The Secretary presented to the Board a communication from Dr. Silas W. Weltmer, Superintendent of Spring Grove State Hospital, together with contract documents in connection with new construction at the institution.

The Board confirmed verbal approval previously given to the hospital to award contracts to:

Thomas Hicks & Sons, Inc.	\$127,135.00
Charles T. King, Inc.	6,277.00,

as recommended by the Board of Managers of Spring Grove State Hospital and Mr. Henry Powell Hopkins, architect. The contracts submitted with Dr. Weltmer's letter of June 27th and July 15th, 1941, were approved.

STATE DEPARTMENT OF EDUCATION:

The Secretary brought to the attention of the Board a communication from Leonidas S. James, President of State Teachers College at Bowie, requesting authority to use the sum of \$466.26 in student excess fees, above the \$18,000.00 estimated in the budget for 1941. Mr. Kirkman explained that he had felt that when it was necessary to take care of additional students, the school should be allowed the use of all fees received from students.

The Board approved the request, and recommendation of Mr. Kirkman, with the understanding that the allocation of this money to the various budget items would be taken care of by a budget amendment.

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The Secretary brought to the attention of the Board a communication from Mr. Kirkman relative to the construction work at State Teachers College at Frostburg, for which money was appropriated in the General Bond Issue of 1939, but which construction was delayed because of the uncertainty of the stability of the earth following a cave-in of abandoned coal mines. The geological situation has been checked and it has been decided that it would be in order to proceed with the construction at this time. Dr. John J. Rutledge, State Mining Engineer, agreed that the trouble which might have existed relative to the safety of the ground had passed, but suggested that reinforced concrete construction rather than brick be used.

The approval of the Board was given to the construction which had been delayed.

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Mr. Kirkman advised the Board that Dr. J. D. Blackwell, President of State Teachers College at Salisbury, had been in touch with him relative to the appropriation of \$5,000.00 in the General Bond Issue of 1941, which is indicated for the purchase of a library and for connecting the sewage system of the school with the system of the City of Salisbury. Dr. Blackwell stated that the condition which it was felt made it necessary for the school to connect with the system of the City of Salisbury had eliminated itself and that at this time the sewage was being taken care of as in the past. Dr. Blackwell requested authority to use the entire amount of \$5,000.00 for the purchase of library books so that it will be possible, because of this, to receive accreditation as a Junior College.

Mr. Kirkman called attention to the fact that the Chief Engineer of the State Department of Health believes that the action of the tide may cause a repetition of the unsatisfactory condition which existed last winter - the clogging up of the sewer outlet in the Wicomico River.

The Board felt that Dr. Blackwell must reassure himself as to the sewage outlet into the Wicomico River, and instructed the Secretary to advise the college that the Board is willing to approve the use of the \$5,000.00 for the purchase of books, but that it must be understood that if the sewer again becomes clogged there will be no money available from the Board of Public Works, or from the General Bond Issue of 1941, for any work on the sewage system.

STATE DEPARTMENT OF PUBLIC WELFARE:

Mr. Kirkman discussed with the Board the question of the use of Food Stamps in some of the counties, as recommended by Mr. Milton J. Patterson, Director of the State Department of Public Welfare, and about which the Board had previously been contacted. Mr. Kirkman stated that it would require approximately \$150,000 as a Revolving Fund to finance the handling of these stamps, this amount to be regarded as a working fund for the State Department of Public Welfare and to be used from time to time in the purchase of and reimbursement for stamps. It was stated that those respon-

sible for the handling of the stamps in the counties should be adequately bonded.

The Board approved the arrangement for this use of these stamps.

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The Secretary submitted a summary of the action taken by the Board heretofore in connection with the appropriation in the budget for the fiscal year 1941 for the State Department of Public Welfare, the statement being as follows:

Legislative Appropriation 1941	\$4,915,920.00
A. Impounded by Amendment Approved No. 12, 1940	- 416,000.00
	4,499,920.00
B. Restored by Amendment approved Jan. 13, 1941	25,781.00
	4,525,701.00
C. (Impounded by Board of Public Works Jan. 28, 1941	- 108,000.00
	4,417,701.00
D* (Impounded by Board of Public Works, June 25, 1941	- 120,631.58
Net Appropriation	\$4,297,069.42

*The last reduction of \$120,631.58 has not been entered as a formal transfer to the Reserve Account set up on the records of the Comptroller's Office but is being handled as an additional compulsory reversion at the end of the fiscal year.

STATE EMPLOYEES RETIREMENT SYSTEM: (Employees Retirement System)

The Secretary brought to the attention of the Board letter from Mr. Frank Harper, acknowledging his appointment as a member of the Board of Trustees of the Employees Retirement System of the State of Maryland by the Board of Public Works in accordance with the provisions of Chapter 377 of the Acts of 1941. Mr. Harper submitted copy of oath subscribed to by him before the Clerk of the Superior Court of Baltimore City, and advised that a certificate was also sent to the Secretary of State in accordance with the provisions of the Act.

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Mr. Kirkman, as Secretary of the Employees Retirement System, reported to the Board that considerable progress has been made in connection with the establishment of the System. In fact, he felt the work was ahead of schedule. Mr. Kirkman stated that the Board of Trustees had arranged for office space in the Lexington Building, as reported elsewhere in these minutes, and that the Board of Trustees had arranged with Miss Mildred Medinger, Secretary of the State Teachers' Retirement System, for her services in connection with the setting up of the Employees Retirement System, at a salary of \$75.00 per month during the period of six months in which it is expected that her services will be required.

The Board of Public Works expressed pleasure at the progress being made in the administration of the new law.

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See: Leases, these minutes.

STATE EMPLOYMENT COMMISSIONER:

The Secretary brought to the attention of the Board a Resolution passed on July 9, 1941, by The Legislative Council, reading as follows:

"RESOLVED, That the Board of Public Works be requested to review the question of over-time work of employees in the several State departments for the purpose of giving consideration to the propriety or desirability of granting compensatory leave on account of over-time work."

The situation was discussed but no action was taken at this time.

STATE EXAMINING BOARDS:

The Secretary brought to the attention of the Board a communication from the State Board of Hairdressers & Beauty Culturists, dated July 15, 1941, requesting that the Board approve the removal of their offices from the State Office Building, Annapolis, to Baltimore.

No action was taken upon the request.

STATE HOUSE:

The Secretary brought to the attention of the Board a proposal submitted by Consolidated Gas, Electric Light and Power Company of Baltimore for the lighting of the dome of the State House. Mr. Kirkman had requested several electrical contractors to submit proposals for the installation of the necessary equipment but since the time given the contractors was not adequate to enable them to make up proper estimates, it was not possible to have any estimates for consideration by the Board at this meeting.

Mr. Kirkman was instructed to pursue the matter further and obtain estimates for the consideration of the Board at a later date.

STATE PROPERTY:

Mr. Kirkman advised that he had authorized the University of Maryland to contribute an unserviceable aluminum kettle owned by that institution to the aluminum collection which is now being taken up in connection with the National Defense Program.

The Board approved Mr. Kirkman's action.

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The Board approved Mr. Kirkman's request that he be authorized to dispose of an oil heater belonging to the Kent County Welfare Board, the purchase of which was \$39.50 and for which an offer of \$25.00 has been made.

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The Board approved the recommendation of Mr. Kirkman that the Maryland State Board of Examiners of Nurses be authorized to sell to the Medical and Chirurgical Library two wooden tables no longer needed, at a price of \$15.00.

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The approval of the Board was given to the recommendation of Mr. Kirkman that Springfield State Hospital be allowed to sell a Harness stitcher which is now no longer needed by the institution, for \$30.00.

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Mr. Kirkman recommended that authority be given to the University of Maryland to dispose of a Dodge truck, non-serviceable, to the best advantage.

The Board approved Mr. Kirkman's recommendation.

STATE ROADS COMMISSION:

See: Leases, these minutes.

TOLCHESTER LINES, INC:

The Secretary brought to the attention of the Board a communication from the Public Service Commission, calling attention to the fact that Tolchester Lines, Inc. is not now, and for sometime has not been operating a ferry service other than a small boat which is being operated more or less regularly between Baltimore and Tolchester for the transportation of passengers and freight, but not automobiles. The Commission stated that the company does not at this time own a boat which can carry automobiles.

The Secretary was instructed to communicate with Tolchester Lines, Inc. and advise them of the letter received and ask them for a statement in the matter.

UNIVERSITY OF MARYLAND:

The Secretary brought to the attention of the Board two letters from Dr. H. C. Byrd, President of the University of Maryland, relative to the action of the Board of Public Works at a meeting held June 25, 1941, relative to the payment of honorariums in connection with the Graduating Exercises of 1941.

In a letter dated July 14th, 1941, Dr. Byrd explained the practice of the University in this matter, and a further letter of July 21st, advised that he is getting together information in regard to practices of this kind in educational institutions and organizations throughout the country. Dr. Byrd stated that he would furnish the Board with a copy of the report he is preparing, for the Board's benefit.

The Secretary was instructed to acknowledge receipt of these letters and advise Dr. Byrd that the Board will await receipt of the report mentioned.

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Mr. Kirkman submitted to the Board a working budget for the University of Maryland for the fiscal years 1942 and 1943, as prepared by the University. Mr. Kirkman explained that he had not received this working budget until the day before the meeting of the Board of Public Works and that he had not been able to make a complete study of it. He suggested that it seemed to be in line with what has been done during the past year, with several changes which he had not been able to give as much consideration to as he thinks they should receive, and suggested that the Board only tentatively approve the budget submitted and take up at a later date the question of any changes which are felt to be in order.

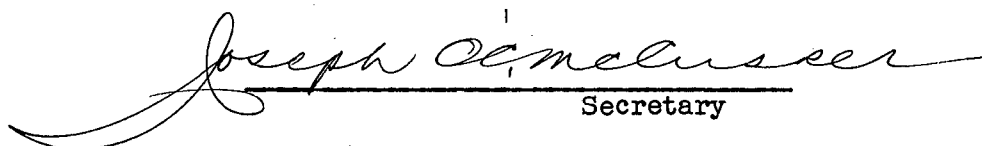
The Board approved Mr. Kirkman's suggestion and tentatively approved the working budget of the University, as submitted.

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Farm Bureau

Mr. Kirkman reported to the Board that the several groups interested in the distribution of the \$25,000.00 for agricultural purposes appropriated to the University of Maryland in the Budget for the fiscal years of 1942 and 1943, were satisfied with the appropriation, which report was accepted by the Board as satisfactory.

There being no further business, the meeting was adjourned.


Secretary